

Criteria Definitions for Seattle Project Management Services for WSF

Scoring Criteria 1: Qualifications of proposed Project Manager

Min pts 0 : Max pts 20

A. Include the following items:

Provide up to three examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

B. Include the following items:

Demonstrate the Project Manager's familiarity with relevant state and federal regulations and/or procedures, and DOT budgeting and work authorization processes.

C. Include the following items:

Provide up to three examples of the proposed Project Manager's ability to manage all of the following within a project;

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:

Provide listing of professional licenses/accreditations and certifications for the proposed Project Manager; include the year that each license/accreditation was received. Please include national certifications, such as the Project Management Professional certification, and other licenses that were obtained in the State of Washington only.

Scoring Criteria 2: Key Team Members Qualifications in support of the proposed Project Manager

Min pts 0 : Max pts 20

A. Include the following items:

List each key team member's role/responsibilities on your proposed team.

- For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

Scoring Criteria 3: Proposed Project Manager's familiarity with the DOT's and WSF's Project Management System

Min pts 0 : Max pts 20

- Describe your firm's understanding of the DOT Quality program;
- Describe your understanding of the WSF and DOT tracking system(s) to monitor the project's budget and/or scope;
- List your firm's experience with WSF scheduling program (Primavera Project Planner for the Enterprise). List up to three projects where the proposed Project Manager(s) have utilized this software;
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 4: Project Delivery Approach

Min pts 0 : Max pts 20

A. Include the following items:

- How will your firm develop work plans for projects under this assignment;
- Who will you involve with the decision making process for the development of the work plan;
- Describe each element of a prospective work plan for assignments under this project; and
- Describe how you will include contingencies in your work plan that may arise during an assignment.

B. Include the following items:

Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.

C. Include the following items:

Describe your familiarity with WSF's standard work breakdown structure. If you haven't worked with WSF's WBS system, describe the process you will use for developing a WBS.

D. Include the following items:

Identify any key issues and critical milestones to include in a typical WBS.

Scoring Criteria 5: References/Past Performances

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) evaluations. If three (3) or more evaluations have been performed by WSDOT for projects that have been completed during the past three (3) years please, refer to each WSDOT Y-Agreement number for verification of scores. If a minimum of three (3) WSDOT evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. The performance evaluation forms completed by clients must be returned to the Consultant Services Office under separate cover by the submittal due date. The evaluation form may be obtained by clicking on this link: [Performance Evaluation](#)

Completed by Reference Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years.